

Resolution 2025-40

**A Resolution to Adopt the Retention and Disposition Schedule
for New York Local Government Records (LGS-1)**

WHEREAS, under Arts and Cultural Affairs Law § 57.13 et seq., the Town is required to enact regulations on the retention and disposition of records.

NOW, THEREFORE, BE IT RESOLVED that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all Town officers and employees in legal disposing of valueless records listed therein; and

BE IT RESOLVED FURTHER that in accordance with Article 57-A, only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein; and

BE IT RESOLVED FURTHER that in accordance with Article 57-A, only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Financial Impact:
N/A

	Ayes	Nays
Councilmember Brucker	<u> X </u>	_____
Councilmember Coleman	<u> X </u>	_____
Councilmember Damone	<u> X </u>	_____
Councilmember Goodman	<u> X </u>	_____
Supervisor Lowell	<u> X </u>	_____